



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 W. Ocean Blvd., 3rd Floor ! Long Beach ! (562) 570-5799 FAX (562) 570-5072

HOUSING AUTHORITY BUREAU

JOB OPPORTUNITY

FSS COORDINATOR (CD TECHNICIAN IV – UNCLASSIFIED)

Department of Community Development, Housing Authority Bureau
(\$16.687 - \$22.602 per hour)

The Housing Bureau has an opening for a permanent/full time FSS Coordinator (Community Development Technician IV-Unclassified). This position is responsible for the daily management, supervision and coordination of the Family Self-Sufficiency (FSS) and Section 8 Homeownership Programs.

EXAMPLE OF DUTIES:

- Responsible for all duties related to the administration of the Family Self-Sufficiency and Section 8 Homeownership Programs including monthly monitoring reports;
- Coordination and staffing of the Program Coordinating Committee;
- Ongoing monitoring of program compliance and knowledge of HUD FSS regulations;
- Draft, maintain and revise the FSS Action Plan and Section 8 Homeownership plan of the Administrative Plan;
- Coordinate the establishment and providing staffing to the Program Coordinating Committee (PCC) by using various resources to determine the appropriate agencies to represent the community in preparing an Action Plan;
- Monitor service delivery of service providers;
- Update and revise procedures and policies as necessary to remain current with HUD regulations;
- Provide direct guidance to FSS staff in the coordination of case management services to program participants;
- Promote the goals and objectives as outlined in the HUD regulations and grant;
- Develops strong working relationships with various service provider agencies to ensure appropriate goals and objectives of all FSS and Homeownership programs;
- Promote Section 8 Homeownership program and develop potential homebuyers for homeownership voucher;
- Communicates effectively both orally and in writing;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- A minimum of four years experience providing technical support for the design and delivery of subsidized/affordable housing, workforce development and/or self sufficiency programs with at least one year of supervisory experience;
- An associates degree or minimum two years of college in business administration, public administration, social science or related field (Experience offering specific and substantial preparation of the duties of the position may be substituted for the required education on a year-for-year basis);
- Computer experience, knowledge of Windows 2000 (Word, Excel, PowerPoint), Lotus Notes and e-mail/calendar;
- Capable of mentoring and providing direction and leadership to staff;
- Solid knowledge of and experience with HUD Housing Choice Voucher regulations;
- Possess excellent work habits, ability to be flexible, work cooperatively, and a desire to become an effective team leader and team member.

SELECTION PROCEDURES: Candidates are requested to send a letter of interest and resume no later than 4:30 PM, Friday, June 16, 2006 to:

ATTN: FSS Coordinator Recruitment – Housing Authority
Department of Community Development
333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Interviews will be scheduled shortly after the close of the filing period.

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call Georgette Wittman 48-hours prior to the interview at (562) 570-5799. This information is available in an alternative format upon request.